

TOWN OF SCITUATE
DEPARTMENT OF PUBLIC WORKS

AS A REQUIREMENT OF THE SCITUATE PLANNING BOARD'S APPROVAL OF YOUR SUBDIVISION/SITE PLAN/SPECIAL PERMIT YOU ARE REQUIRED TO ATTEND A PRE-CONSTRUCTION CONFERENCE SET UP BY THE DEPARTMENT OF PUBLIC WORKS, WHICH ACTS AS THE AGENT FOR THE PLANNING BOARD. PRIOR TO SCHEDULING THE PRE-CONSTRUCTION CONFERENCE, WE REQUIRE THAT THE FOLLOWING INFORMATION BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS FOR OUR REVIEW AND APPROVAL.

THANK YOU,
ANTHONY ANTONIELLO
DIRECTOR D.P.W.

- 1.) A LETTER, PROPERLY NOTARIZED, STATING THAT:
 - YOU ARE THE OWNER OF RECORD OF THE SUBJECT PROPERTY.
 - YOU HAVE FULL LEGAL AUTHORITY TO ACT ON ALL MATTERS PERTAINING TO THE CONSTRUCTION OF THE SUBDIVISION/SITE PLAN /SPECIAL PERMITS.
 - YOU HAVE OBTAINED ALL REQUIRED FEDERAL, STATE AND LOCAL PERMITS (LIST SAME).
 - IF APPLICABLE; A STATEMENT AS TO WHOM YOU ARE DELEGATING ANY OF YOUR RESPONSIBILITY FOR THE COMPLETION OF THE PROJECT.
 - YOU HAVE COMPLETED ALL THE INFORMATION REQUESTED AND ARE READY TO PROCEED WITH THE PROJECT.
- 2.) COMPLETE THE ATTACHED STANDARD "CONSTRUCTION PROGRESS CHART".
- 3.) IDENTIFICATION OF: (INCLUDE THE ADDRESSES AND TELEPHONE NUMBERS)
 - THE OFFICIAL REPRESENTATIVE OF THE OWNER.
 - THE ENGINEERING FIRM TO BE USED DURING CONSTRUCTION.
 - THE GENERAL CONTRACTOR.
 - THE SOILS TESTING FIRM TO BE USED DURING CONSTRUCTION.
- 4.) FOR THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SUBMIT THE FOLLOWING INFORMATION:
 - PERMANENT MAIN OFFICE ADDRESS
 - BUSINESS TELEPHONE NUMBER
 - DATE WHEN ORGANIZED
 - NUMBER OF YEARS COMPANY HAS BEEN ACTIVELY ENGAGED IN THE CONTRACTING BUSINESS UNDER PRESENT COMPANY NAME.
 - CONTRACTS THE COMPANY IS CURRENTLY ENGAGED IN BY PROJECT IDENTIFICATION, PROJECT DESCRIPTION, CONTRACTING PARTY AND APPROXIMATE DATE OF COMPLETION.

PAGE 2.

- A LIST OF SUBDIVISIONS/SITE WORK COMPANY HAS SUCCESSFULLY COMPLETED WITHIN THE LAST 5 YEARS (INCLUDE THE NAME AND ADDRESS OF RECORD OWNER; NAME AND PHONE NUMBER OF CONTACT PERSON).
- LIST COMPANY'S MAJOR EQUIPMENT AVAILABLE AND TO BE USED ON THIS PROJECT BY: TYPE, MODEL, AGE, CONDITION, OWN/RENT.
- LIST BACKGROUND AND EXPERIENCE OF THE PRINCIPAL MEMBERS OF COMPANY INCLUDING THE ON-SITE SUPERINTENDENT.

NOTE: A TYPICAL LISTING OF WORK BY SUB-CONTRACT WOULD BE:

- LAND CLEARING
- EXCAVATION
- INSTALLATION OF UTILITIES (WATER, SEWER, DRAINAGE, ELECTRICAL, TELEPHONE, CABLE T.V. FIRE ALARM, GAS)
- PAVEMENT, BOTH ROADWAY & SIDEWALKS
- CURB SETTERS
- SOIL AND UTILITY LINE TESTING
- LANDSCAPING.

5.) ALL CONTRACTORS WORKING WITHIN A PUBLIC WAY MUST COMPLETE AND FILE THE ATTACHED STREET OPENING PERMIT ALONG WITH CONTRACTOR'S CERTIFICATE OF INSURANCE FOR EQUIPMENT TO BE USED.

6.) A LIST OF ALL SUPPLIERS OF MATERIAL AND EQUIPMENT; INCLUDING ADDRESS, PHONE NUMBER AND CONTACT PERSON.

NOTE: A TYPICAL LISTING OF SUPPLIES FOR PROJECT WOULD BE:

- DRAIN: CONCRETE PIPE, STRUCTURES, FRAME AND COVERS/GRATES,, GAS TRAPS, HEADWALLS .
- SEWER: PIPE, STRUCTURES, FRAME AND COVERS
- WATER: PIPE, HYDRANTS, SERVICES & FITTINGS
- FIRE ALARM: CONDUIT, WIRE, BOX & FITTINGS
- ELECTRICAL/TELEPHONE/CABLE: CONTACT PRIVATE UTILITY
- PROCESSED GRAVEL/ SCREENED GRAVEL/ GRANITE CURBING
- LOAM BORROW/SEED
- BITUMINOUS AND CEMENT CONCRETE
- STREET LIGHTS
- STREET SIGNS
- STREET TREES

PAGE 3.

7.) SHOP DRAWINGS AND/OR CATALOG CUTS OF ALL STRUCTURES/MATERIALS TO BE USED ON PROJECTS ARE REQUIRED. ALL CATALOG CUTS ARE TO BE HI-LITED AS TO PRODUCT BEING SUBMITTED FOR APPROVAL.

NOTE: A TYPICAL LISTING OF SUBMISSION WOULD BE:

- WATER PRODUCTS: PIPE, GATES, VALVES, TREES, HYDRANTS, CURB BOXES, FITTINGS.
- SEWER PRODUCTS: PIPE, MANHOLES, FRAMES AND COVERS.
- DRAINAGE PRODUCTS: CONCRETE PIPE, CATCH BASIN, MANHOLE, FRAME & GRATE HEADWALL, GAS TRAP.
- FIRE ALARM SYSTEM: WIRE, BOX, PEDESTAL
- GRANITE CURBING
- GRAVEL: SIEVE ANALYSIS
- BITUMINOUS CONCRETE: JOB-MIX FORMULA
- STREET LIGHTING: POST & FIXTURES

8.) THE LOCATION OF THE DISPOSAL SITE FOR ALL SOLID WASTE AND SURPLUS MATERIAL MUST BE SUPPLIED.

ANY CHANGES TO PREVIOUSLY SUBMITTED INFORMATION CONTAINED ABOVE MUST RECEIVE APPROVAL OF THE DEPARTMENT OF PUBLIC WORKS.

STATEMENT OF CONTRACTORS QUALIFICATIONS
FOR

CONSTRUCTION OF SUBDIVISIONS

NOTICE TO CONTRACTOR: ALL QUESTIONS MUST BE ANSWERED IN SPACE PROVIDED, AND DATA GIVEN MUST BE CLEAR AND COMPREHENSIVE. THIS STATEMENT MUST BE NOTARIZED AND MUST BE FILED WITH D.P.W. THE CONTRACTOR MAY SUBMIT ANY ADDITIONAL INFORMATION DESIRED.

INFORMATION SUPPLIED WILL BE USED SOLELY AS AN AID TO THE TOWN OF SCITUATE IN EVALUATING THE CONTRACTORS QUALIFICATIONS.

(PROJECT TITLE)

(PROJECT SITE LOCATION)

(PROJECT JOB NUMBER)

2. NAME OF COMPANY: _____
3. PERMANENT MAIN OFFICE ADDRESS: _____
4. BUSINESS TELEPHONE NUMBER: _____
5. DATE WHEN ORGANIZED: _____
6. IF A CORPORATION, DATE OF INCORPORATION: _____
- STATE OF INCORPORATION: _____
- PRESIDENT'S NAME: _____
- VICE PRESIDENT(S) NAME: _____
- SECRETARY/CLERK'S NAME: _____
- TREASURER'S NAME: _____

7. IF INDIVIDUAL OR PARTNERSHIP:

DATE OF ORGANIZATION: _____

NAME AND ADDRESS
OF ALL PARTNERS: _____

8. NUMBER OF YEARS COMPANY HAS
BEEN ACTIVELY ENGAGED IN
THE CONTRACTING BUSINESS
UNDER PRESENT COMPANY NAME: _____

9. CONTRACTS COMPANY IS CURRENTLY
ENGAGED IN:

PROJECT
IDENTIFICATION _____

PROJECT
IDENTIFICATION _____

PROJECT
DESCRIPTION _____

PROJECT
DESCRIPTION _____

CONTRACTING
PARTY _____

CONTRACTING
PARTY _____

APPROXIMATE DATE
OF COMPLETION _____

APPROXIMATE DATE
OF COMPLETION _____

10. HAVE YOU EVER FAILED TO COMPLETE ANY SUBDIVISION WORK AWARDED TO YOU: IF SO, WHERE: _____

WHY: _____

11. LIST COMPANY'S MAJOR EQUIPMENT AVAILABLE TO BE USED FOR THIS PROJECT:

TYPE: _____ TYPE: _____

MODEL: _____ MODEL: _____

AGE: _____ AGE: _____

CONDITION: _____ CONDITION: _____

OWN/RENT: _____ OWN/RENT: _____

TYPE: _____ TYPE: _____

MODEL: _____ TYPE: _____

AGE: _____ AGE: _____

CONDITION: _____ CONDITION: _____

OWN/RENT: _____ OWN/RENT: _____

TYPE: _____

TYPE: _____

MODEL: _____

MODEL: _____

AGE: _____

AGE: _____

CONDITION: _____

CONDITION: _____

OWN/RENT: _____

OWN/RENT: _____

CONTRACTOR MAY SUBMIT ADDITIONAL LIST OF EQUIPMENT ON SEPARATE SHEET.

12. DETAIL COMPANY'S EXPERIENCE IN CONSTRUCTION WORK SIMILAR IN SCOPE AND COMPLEXITY TO THIS SUBDIVISION PROJECT.

PROJECT
IDENTIFICATION _____

PROJECT
IDENTIFICATION _____

PROJECT
DESCRIPTION _____

PROJECT
DESCRIPTION _____

CONTRACTING
PARTY _____

CONTRACTING
PARTY _____

TELEPHONE _____

TELEPHONE _____

DOLLAR AMOUNT
OF CONTRACT _____

DOLLAR AMOUNT
OF CONTRACT _____

PROJECT
IDENTIFICATION _____

PROJECT
IDENTIFICATION _____

PROJECT
DESCRIPTION _____

PROJECT
DESCRIPTION _____

CONTRACTION
PARTY _____

CONTRACTION
PARTY _____

TELEPHONE _____

TELEPHONE _____

DOLLAR AMOUNT
OF CONTRACT _____

DOLLAR AMOUNT
OF CONTRACT _____

PROJECT IDENTIFICATION_____	PROJECT IDENTIFICATION_____
PROJECT DESCRIPTION_____	PROJECT DESCRIPTION_____
CONTRACTION PARTY _____	CONTRACTION PARTY_____
TELEPHONE_____	TELEPHONE_____
DOLLAR AMOUNT OF CONTRACT _____	DOLLAR AMOUNT OF CONTRACT_____

CONTRACTOR MAY SUBMIT ADDITIONAL LIST OF COMPLETED PROJECTS.

13. LIST CONTRACTING BACKGROUND AND EXPERIENCE OF THE PRINCIPAL MEMBER OF ORGANIZATION, INCLUDING THE OFFICERS:

14. THE UNDERSIGNED HEREBY AUTHORIZES AND REQUESTS ANY PERSON, FIRM OR CORPORATION TO FURNISH THE INFORMATION REQUESTED BY THE TOWN OF SCITUATE FOR VERIFICATION OF THE STATEMENTS GIVEN ABOVE.

DATED AT _____ THIS _____ DAY

OF _____ 19 _____ .

NAME OF CONTRACTOR

BY: _____

TITLE: _____

STATE OF: _____

COUNTY OF: _____

(NAME) BEING DULY SWORN DEPOSED AND SAYS

THAT HE IS

(TITLE) OF _____
(NAME OF ORGANIZATION)

AND THAT THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS THEREIN CONTAINED ARE TRUE AND CORRECT.


SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____ 19 _____ .

NOTARY PUBLIC

MY COMMISSION EXPIRES _____, 19 _____

TOWN OF SCITUATE SUBDIVISION SUBMITTAL LOG

SUBMITTAL	DATE SUBMITTED	DATE RETURNED	STATUS *	SUBCONTR. DATES		NOTES
				OUT	RETURN	
Construction Progress Chart						
Responsible Parties						
Soil Testing						
Supplier List- Drain- Structures						
Supplier List- Drain- Pipe						
Supplier List- Drain- Frames/ Grates						
Supplier List- Sewer						
Supplier List- Water- Pipe						
Supplier List- Water- Hydrant						
Supplier List- Water- Fittings						
						
Supplier List- Electrical						

* A.= Approved
A.A.N.= Approved as Noted
REJ= Rejected
RES= Resubmit

TOWN OF SCITUATE

[illegible]

* A.= Approved
A.A.N.= Approved as Noted
REJ= Rejected
RES= Resubmit

TOWN OF SCITUATE SUBDIVISION SUBMITTAL LOG

Sewer Frames & Covers										
Drainage Pipe- RCP										
Catch Basin										
Manhole										
Frame & Grate										
Headwall										
Gas Trap										
Fire Alarm										
Granite Curbing										
Gravel- Sieve Analysis										
Bituminous Concrete- Job Mix										
Street Lighting- Posts										
Street Lighting- Fixtures										

* A.= Approved
A.A.N.= Approved as Noted
REJ= Rejected
RES= Resubmit